# Central Intermediate Unit 10/Tuscarora Intermediate Unit 11
# Course Request Form

- ***CHANGE: Enroll into the class you are requesting via LionPATH or through your department contact.***
- *Complete this form in its entirety and return to CE/WC Bursar Office (contact info on pg. 2)*
- *Forms that are missing information will be returned. Forms that are not sent to the above email address will not be processed.*
- *This form must be received by the last business day of regular drop/add. Forms after this date will not be processed through the IU agreement. Check the academic calendar for the dates of the semester regular drop/add period. (registrar.psu.edu)*
- *Student will be held responsible for all late enrollment, add, drop fees, and any*

Semester for which you are enrolling: ☐ fall ☐ spring ☐ summer year_____

## School District Information:

☐ Central Intermediate Unit 10 ☐ Tuscarora Intermediate Unit 11

School District Name: _____

School District Billing Address:_____

Billing Contact Name:_____ Billing Contact Phone Number:_____

## Student Information:

Last Name:       First Name:       Middle Initial:

*SSN:_____

*Do not provide SSN if you know your PSU-ID Number.*

or     * Penn State ID: _____

Date of birth:     Email: _____

Gender: ☐ Male ☐ Female

Permanent Address:
City:       State:       Zip:
Home Phone:       Work Phone:       Mobile:

Student status: ☐ Graduate ☐ Graduate Non-degree ☐ Undergraduate ☐ Undergraduate Non-degree

*New students must complete an undergraduate non-degree form or a graduate non-degree form. Students taking 500-level courses must be admitted as graduate students.*

## Tuition & Fees:

☐ Tuition will be paid by the school district._____
<div align="center">(Signature of authorized school district official required.)</div>

☐ Student fees will be paid by the school district._____
<div align="center">(Signature of authorized school district official required.)</div>

☐ Other arrangement to be paid by the school district (please specify):_____
<div align="center">(Signature of authorized school district official required.)</div>

Other:_____

☐ Student fees will be paid by the student.

The below information can be found on the Schedule of Courses. Please make sure to put the corresponding info into the designated area. If an instructor is not yet listed for **Course Information:** the course please put TBD. Incomplete forms will not be processed.

| Class Number | Course Abbreviation | Course Number | Section Number | # Units | Assigned Instructor Last Name |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

Send completed form via email, fax, or mail to:

World Campus & Continuing Education Bursar Office
121 Outreach Building; University Park, PA 16802
Fax: 814-863-1385
Email: bfo@outreach.psu.edu

*The Social Security number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by the University to verify your identity for official record keeping and reporting. If you choose not to supply your SSN, certain services—such as transcripts, enrollment verification, tax reporting, and financial aid—may not be available to you, and Penn State cannot guarantee a complete academic record for you. Your SSN will be stored in a secure central system used only as a primary source to identify you within the Penn State system; the Penn State ID will be used as the primary identifier.*

# Intermediate Unit - Instructions

ENROLL INTO YOUR COURSES VIA LionPATH TO SECURE A SEAT IN THE COURSE.

*IU FORMS MUST BE SUBMITTED PER THE DEADLINE. Forms received after the deadline will not be processed through the Intermediate Unit Tuition Agreement.*

*Third-party billing is separate from the IU Process. A student may be using the IU Agreement and have third-party billing.*

1. If a new student, or if you have had a semester break in taking classes; complete the Undergraduate Non-Degree Enrollment Form, Graduate Non-Degree Enrollment Form, or the Graduate Resume Studies Form.
    a. If completing the Graduate Non-degree Enrollment Form or the Graduate Resume study form; go to graduate school website:
        http://www.gradschool.psu.edu/prospective-students/how-to-apply/
2. Provide an email address on your UG Non-Degree Enrollment (UGND) form to ensure proper creation of your student account.
3. Submit the Undergraduate Non-Degree Enrollment Form to the University Park Registrar Office.
4. If you have never taken a course at Penn State, you will need to activate your Penn State Access Account. After your UGND form has been processed, you will receive an email with directions on how to activate your access account.
    a. Information about student access accounts can be found here:
        http://identity.psu.edu/services/authentication-services/access-accounts/signature-stations/
5. If you did not take a class during the previous semester (excluding summer) you will need to reactivate your student account.
6. You must have an ACTIVE Penn State Access Account before you can log into LionPATH.
7. Once you have activated or reactivated your Penn State Student account, you are ready to log into LionPATH.

## LionPATH Tasks

*ALL Students must complete the LionPATH tasks before you can be enrolled in a class.*

There are a number of videos that walk you through this process as well as information sheets. We have provided web links to some videos.

- For an overview of LionPATH you can watch, "Getting Started with LionPATH"
  https://tutorials.lionpath.psu.edu/public/GSW_LP/

All students must complete the tasks below before you can be enrolled in a course.

1. Log Into the LionPATH student center
       http://launch.lionpath.psu.edu/
        i. Click on Undergraduate Students or Graduate Students
        ii. Click on yellow box that says "Log into LionPATH Student Center"
2. Complete the Pre-Registration Activity Guide located on the right side of the screen under the "To Do List".
   https://tutorials.lionpath.psu.edu/public/ActGuide/
   You must agree to the Consent to do Business Electronically once a year. You will not be able to proceed with any other task in LionPATH unless you consent to do business electronically.
3. On the right side of the screen is a box titled, "To Do List". If you have any outstanding actions that must be done, it will be listed within this area.

4. Complete the Pre-Registration Activity Guide for the semester you want to be enrolled into. (i.e. if you want to enroll into a summer class you must complete the SU2017 pre-registration activity guide.)
5. Enroll into your course(s) via LionPATH or contact your academic department to enroll you into your course(s).
6. You CANNOT be enrolled for a class if you owe any outstanding balances to the University or have not completed the Preregistration Activity Guide for the semester you are trying to enroll for.

## Course Enrollment and Billing

1. Complete the Intermediate Unit Course Request Form. Incomplete forms will not be processed.
2. Submit your completed form to the World Campus & Continuing Education Bursar Office. The office contact information is on page two of the form.
3. All courses in the College of Education or delivered by Continuing Education are approved for the IU Agreement. Classes requested outside of the College of Education or Continuing Education require the permission of the department/college to allow enrollment at the adjusted tuition rate.
4. World Campus class offerings are NOT a part of the IU Agreement.
5. LionPATH processes bills automatically; the first of every month. Your bill not reflect the adjusted tuition amount.
6. Log into LionPATH to pay your student fees.
7. Continuing Education will move your enrollment into a "shadow section" of the class you requested. These "shadow sections" are designated with 940 section numbers. You will notice the change in section numbers on your schedule of classes.
8. The Bursar Office adjusts student accounts to reflect the IU Agreement and will invoice the school districts (third-party payment) for student tuition.
9. Any unpaid balances that the responsibility of the student, will accrue a monthly 1.5% late payment fee.
10. Please note semester deadlines for enrollment, drop/add, late drop/add; to avoid any late enrollment or late fees.
11. IU Course Request Forms must be received at the WC/CE Bursar Office no later than the last business day of normal drop/add period. Check the Academic Calendar for specific semester dates.
12.

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